

## U.S. Coast Guard National Maritime Center Merchant Mariner Credential Application Acceptance Checklist

Below is a list of items that constitute an application for a U. S. Coast Guard Merchant Mariner Credential (MMC). The MMC application package **must** be submitted to your local Regional Examination Center (REC) and may be delivered via mail. In person visits are no longer required. Do not submit your MMC application package directly to the National Maritime Center (NMC) as this will result in significant delays.

### CRITICAL ITEMS FOR EVALUATION

- ☐ **Transportation Workers Identification Card (TWIC):** (For all transactions) - Provide evidence that you either hold or have held a valid TWIC (photocopy of TWIC) or have applied for a TWIC (TWIC Application Receipt). If you are not required to hold a TWIC according to CG-543 Policy Letter 11-15, then please include a statement that you do not require a TWIC. **IMPORTANT:** Failure to provide the above will result in your MMC application being returned to you.
- ☐ **Evaluation User Fee:** Pay via credit card or bank account using <https://www.pay.gov>. **IMPORTANT:** Print and include your payment receipt as proof of payment.
- ☐ **CG Form 719B Application:** Be sure to read and accurately complete this entire form. Double check your mailing address and contact information. **IMPORTANT:** Every person who receives an original credential must first take an oath. The oath may be administered by a designated Coast Guard individual or any person legally permitted to administer oaths in the jurisdiction where the person taking the oath resides (e.g. notary).
- ☐ **Form I-551 Alien Registration Card:** A front and back photocopy of your form I-551 Alien Registration Card. **IMPORTANT:** This applies to foreign nationals applying for rating endorsements. You must show lawful admittance to the United States for permanent residence (Form I-551).
- ☐ **Signed Conviction Statement:** At the time of application, each applicant must provide written disclosure of all convictions not previously disclosed to the Coast Guard on an application.
- ☐ **CG Form 719K Physical Examination Report:** To be used for all original, renewal, and raise of grade officer, and qualified rating endorsement applications. Applications for entry-level (ordinary seamen, wiper, stewards department, food handler); endorsements should use the CG Form 719K/E Entry Level Physical Examination Report. The CG Form 719K is not required if you already have a valid

Medical Certificate. **IMPORTANT:** Food Handler endorsement with a 719K/E requires statement from physician attesting "free of communicable diseases". Be sure that your medical practitioner completes **all parts** of the form, including signature, and that it is dated within 12 months of your application.

- ☐ **CG Form 719P Chemical Testing Report:** This applies to all original, renewal, and the following raise of grade transactions (any officer endorsement or first qualified rating endorsement). The chemical test report must be dated within six (6) months of your application. A letter from your mariner employer or chemical testing consortium group on company letterhead may be used in lieu of this form.
- ☐ Front and back photocopy of license, merchant mariner's document, and STCW endorsement (if applicable).
- ☐ Authorization: 3rd party info release or different correspondence/credential mailing address (if applicable).
- ☐ Evidence of appropriate sea service (if applicable).
- ☐ Photocopies of all applicable Training Course Certificate(s)(if applicable).

**\*\* IMPORTANT \*\***

All documents provided are subject to verification with the issuing authority. If any of the items displayed in the above box are missing at the time of application, you will be provided a "Notification of Incomplete Application" letter. From the date of this letter you will have 60-days to provide the missing information to the Regional Examination Center. If the missing information is not provided within the 60-day period, your application will be returned to you in the mail.

## U.S. Coast Guard Regional Exam Centers

- Once you have completed your application packet you can either mail, e-mail, fax, or turn it in by appointment to one of our Regional Exam Centers (REC) .
- A list of available RECs can be found at [www.uscg.mil/nmc](http://www.uscg.mil/nmc). Once here select “RECs.”
- If you plan on going to the REC to turn it in, please visit the NMC website at [www.uscg.mil/nmc](http://www.uscg.mil/nmc) to schedule an appointment. Once there, click “REC Information” and then choose the REC you will be visiting. Click “Appointments” and follow the directions.
- If e-mailing it, please use one of the e-mail addresses listed below. It is best to e-mail it to your nearest REC.
- If you have questions, please call us at 1-888-427-5662 or send e-mail to [IASKNMC@uscg.mil](mailto:IASKNMC@uscg.mil).

**NOTE! Do not mail applications to the National Maritime Center in Martinsburg, WV.**

<b>USCG- REC Anchorage</b> E-mail: REC-ANC- AppSubmission@uscg.mil	<b>USCG-REC Juneau</b> E-mail: REC-JUN- AppSubmission@uscg.mil	<b>USCG-REC Portland</b> E-mail: REC-POR- AppSubmission@uscg.mil
<b>USCG-REC Baltimore</b> E-mail: REC-BAL- AppSubmission@uscg.mil	<b>USCG-REC Long Beach</b> E-mail: REC-LOS- AppSubmission@uscg.mil	<b>USCG-REC Seattle</b> E-mail: REC-SEA- AppSubmission@uscg.mil
<b>USCG-REC Boston</b> E-mail: REC-BOS- AppSubmission@uscg.mil	<b>USCG-REC Memphis</b> E-mail: REC-MEM- AppSubmission@uscg.mil	<b>USCG-REC Oakland</b> E-mail: REC-OAK- AppSubmission@uscg.mil
<b>USCG-REC Charleston</b> E-mail: REC-CHA- AppSubmission@uscg.mil	<b>USCG-REC Miami</b> E-mail: mailto:REC-MIA- AppSubmission@uscg.mil	<b>USCG-REC St. Louis</b> E-mail: REC-SLM- AppSubmission@uscg.mil
<b>USCG-REC Honolulu</b> E-mail: REC-HON- AppSubmission@uscg.mil	<b>USCG-REC New Orleans</b> E-mail: REC-NEW- AppSubmission@uscg.mil	<b>USCG-REC Toledo</b> E-mail: mailto:REC-TOL- AppSubmission@uscg.mil
<b>USCG-REC Houston</b> E-mail: REC-HOU- AppSubmission@uscg.mil	<b>USCG-REC New York</b> E-mail: REC-NYC- AppSubmission@uscg.mil	

## Mariner Fees

Below is a list of fees for the various Mariner credentials issued by the United States Coast Guard. Each submitted application is subject to an evaluation, examination, and issuance fee. All fees required may be paid at the time the application is submitted or at the following times:

- Evaluation fee when the application is submitted
- Examination fee before the first examination section is taken
- Issuance fee before receipt of the MMC.

Fee payment(s) must be made in the exact amount and may be paid by check or credit card. Checks should be written out to the U. S. Coast Guard. The preferred method for submitting payment is by visiting [Pay.Gov](https://www.pay.gov). Once on [Pay.Gov](https://www.pay.gov), select **Agency List**, click **U**, select **United States Coast Guard**, select **USCG Merchant Mariner User Fee Payment**, and follow the directions. If [Pay.Gov](https://www.pay.gov) is used, please ensure that you include a copy of your receipt in your application packet.

If you apply for	And you need . . .		
	Evaluation then the fee is . . .	Examination then the fee is . . .	Issuance then the fee is . . .
MMC with officer endorsement:			
Original:			
Upper level	\$100	\$110	\$45
Lower level	100	95	45
Renewal	50	45	45
Raise of grade	100	45	45
Modification or removal of limitation or scope	50	45	45
Radio officer endorsement:			
Original	50	45	45
Renewal	50	n/a	45
Staff officer endorsements:			
Original	90	n/a	45
Renewal	50	n/a	45
MMC with rating endorsement:			
Original endorsement for ratings other than qualified ratings	95	n/a	45
Original endorsement for qualified rating	95	140	45
Upgrade or Raise of Grade	95	140	45
Renewal endorsement for ratings other than qualified ratings	50	n/a	45
Renewal endorsement for qualified rating	50	45	45
Modification or removal of limitation or scope	50	45	45
STCW certification:			
Original	No fee	No fee	No fee
Renewal	No fee	No fee	No fee
Reissue, replacement, and duplicate	n/a	n/a	<sup>1</sup> \$45

1 – Duplicate for MMC lost as a result of marine casualty: No fee

## PAY.GOV INSTRUCTIONS

**Please use the following instructions to submit payment for your credential via Pay.Gov. When submitting your application, please ensure that you include a copy of your receipt.**

- Go to [www.pay.gov](http://www.pay.gov).
- Click **Make a Payment**, which is located under the section labeled “Welcome to Pay.gov.”
- Under “Find a Form” select **USCG Merchant Mariner User Fee Payment**. Select **Continue to Form**. This will bring you to a list of definitions that can be reviewed (if needed). Click **Continue**.
- Enter all required information, and select what evaluation fee you will be paying. Please see “Mariner Fees”, enclosed within this packet, for guidance on which fee to select. Please note: The evaluation fee must be paid prior to submitting an application.
- Click **Continue** and choose the examination fee that is applicable. Please note: Not all applications require an examination fee. If a fee is applicable, it can be paid at the same time as your evaluation fee, or you can choose to pay it prior to going to the Regional Exam Center to test.
- Place a checkmark beside the \$45 Issuance Fee. Please note: The issuance fee can be paid at the same time as your evaluation fee, or you can choose to pay it at a later date. Your completed credential cannot be mailed until this fee is paid.
- Select **Continue**. This will take you to the summary page. Click **Continue** to proceed to the user-fee payment form. You can use your credit card or bank account in order to submit payment. Choose your method of payment and select **Continue**. Fill in required account information and select **Continue**.
- Once you click **Continue** you will be provided with a payment receipt. Print a copy for your records and print another one for your application packet.

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